



## Partial Release Procedures

Submit a drawing of the entire tract with proposed dimensions and showing the position within the tract of the area to be released. Please include the VLB account number and a daytime phone number. The drawing must show:

- The location of all existing and proposed improvements and major features of the land (buildings, roads, fences, creeks, ponds, etc.). A breakdown of the costs of the improvements will be helpful to the VLB.
- The estimated amount of acreage to be released and its location within the existing parent tract.
- Direct and usable access to a public road. The partial release may not include the entire road frontage. The released land, as well as the remaining acreage, if possible, must each have separate access. There must be a minimum width of sixty feet (60') of usable access to each tract, unless local ordinances require larger frontage and access. Access must be usable by a standard passenger car in inclement weather.
- The released land must abut two original boundary lines of the parent tract.
- The released land may not include 100 percent of any available source of water.
- The tract remaining after the partial release must be contiguous and marketable as a separate tract.

The partial release request package must contain a written explanation of the veteran's intent to build or place a home on the tract and identify the sources of power, water, and sewer services. If a septic system is planned, the package must include a copy of the approved septic permit or a letter from the appropriate authority stating that a septic permit is not required.

In addition, each incoming partial release request package will be reviewed for the following:

- Compliance with restrictive covenants affecting the partial release and/or local subdivision regulations. If the request falls under any county or other subdivision restrictions, the request will be rejected unless proof of compliance is provided.
- Loan status. The loan must be paid up to date for a partial release request to be considered. The borrower will be notified of any delinquencies due.

Note: A history of prior delinquencies will increase the amount required for the partial release.

- Eligibility of request. The request must meet all policy standards in force.
- Please mail partial release request package to our loan servicer at:  
Texas Veterans Land Board  
1 Corporate Drive  
Suite 360  
Lake Zurich, IL 60047-8945

Once the request has been reviewed, the borrower will be notified of the result and the required loan reduction amount. If approved, the following items must be submitted:

- A current ground survey of the tract to be released, completed by a Registered Professional Land Surveyor. Survey requirements will be furnished with the partial release approval letter.
- Field notes and a plat prepared from the ground survey.
- A copy of an approved septic permit or a letter from the appropriate authority stating that a septic permit is not required.
- Loan reduction amount to be paid for the partial release. This amount will be applied to the principal balance of your loan and does not affect your regular payments.
- The partial release fee.

The partial release will be released in the name of the original borrower or last approved assignee.